YiP Resources & Guidelines

A program of The Community Foundation of Southeastern Alberta

Youth in Philanthropy

Who We Are

The Community Foundation of Southeastern Alberta is a charitable organization with three main purposes: we receive donations from the general public, we make grants to support the local charities, and we provide community leadership. The Community Foundation of Southeastern Alberta was founded in 1992 and our first donation was for $25,000 from our founder and original chairman John Ignatius.

What We Do

We create a lasting legacy in the community by investing donations permanently and never spending those dollars. The interest we earn from those investments is what we use to provide grants to local charities. No donation is too small, all contributions to our funds provide an impact to the community forever.

History

The Community Foundation was created in June 1992. John Ignatius, our founder and original chairman, made the first donation of $25,000. Over the next two years, under the chairmanship of Bill Bauman, the foundation took shape with a formal structure and working committees. An Executive Director was hired, an office was opened in January 1996, and later that year the Foundation made its first grant.

At the time of his death in 2000, John Ignatius left most of his estate to the Community Foundation, more than $2 million dollars. Many donors have followed John's lead and now the Foundation's assets are more than 12 times John's generous donation.

YiP

Youth in Philanthropy (YiP) is a Community Foundation program designed to introduce motivated youth, like you, to philanthropy and local community development. The program will give you hands-on experience working as a team and with local charitable organizations to help your community thrive.

Contents

Section 1: What is Youth in Philanthropy?

Youth in Philanthropy is a Community Foundation program designed to introduce motivated youth, like you, to philanthropy and local community development. The program will give you hands-on experience working as a team and with local charitable organizations to help your community thrive.

This year the program will open for registration in January with a deadline to register of February 28th. Please wait for your confirmation email and then proceed to recruit YiP Committee members. Each year the YiP committee will be given a grant they are meant to distribute to charities of their choice. The amount of the grant will vary but it will be a minimum of $1,000. The committee will discuss the areas of grant-making focus and determine the goals of the committee. Once you have established these, you will research charities that meet your criteria and learn more about what they do by visiting them and interviewing people who work there.

With the input of each committee member, your group decides which charities will receive grants, how much each will receive, and how that money will be spent. You will then submit your grant recommendation to the Community Foundation of Southeastern Alberta for final approval.

Through YiP, you will gain skills that will last a lifetime and learn about amazing people and organizations doing powerful work to make your community better. You will also gain the satisfaction of knowing you have contributed and supported the region you live in.

Section 1: YiP around the World

Youth in Philanthropy is a growing movement that engages young people in the charitable sector by empowering them as community leaders and decision makers.

Today, there are YiP committees throughout Canada and the United States, as well as Australia, Brazil, England, Mexico, New Zealand, Northern Ireland, Poland, and Slovakia. In Canada, there are approximately 60 YiP groups.

In Southeastern Alberta, we use the school-based model for YiP. With the school-based program, we open up the experience to many more students each year. These students are able to make grants based on their own agreed-upon areas of concern and it allows for greater flexibility with the students. Although fundraising is not required with the program, we encourage each committee to contribute to the Youth in Philanthropy Fund to allow future students the chance to make more of an impact.

Section 2: About Your Committee

To help your Youth in Philanthropy year be the best one ever, there are some things that you should think about as you form your committee. Once you have established some basic guidelines, your committee will be ready to work together efficiently and effectively.

Do you have enough committee members?
Experience has shown that a committee of 8-20 members works well because there are enough people to share the workload, but not so many that agreeing on meeting times and grants is too difficult. That is not to say that a committee of 5-25 can't work – just that it might be a little more challenging.

Is your committee diverse?
The more diverse the committee, the more perspective you are able to represent, and the more effective your grant will be.

What leadership roles will your committee use?
See Committee Roles on page 12 to learn about different roles for members on your committee.

How will you decide who takes these roles?
Will you vote by secret ballot? Select volunteers? Assign based on criteria, such as amount of experience in YiP?

Will meetings be formal or informal?
Each committee has its own way of running meetings, but regardless of how casual the meeting, an agenda should be followed at each meeting.

How often will the committee meet?
It is a good idea to schedule regular meeting times at the beginning of the year. The amount of work to do may vary throughout the year, but it is always easier to cancel a meeting if there is nothing to discuss than to arrange one at the last minute.

When and where will the meeting be held? How long will they run?
Base your decisions on what works best for the majority of your committee and your staff advisor.

How will you make decisions?
Will your committee be democratic (majority vote) or work toward consensus (everyone agrees)?
Information on both democracy and consensus is found in Section 7.

Section 2: Recruiting New Members

Research shows that the more diverse your committee and the more perspective you're able to represent, the more effective your grant-making will be. So, how do you get the word out about YiP?

Recruitment Tools
Word of mouth is one of the most powerful advertising tools! Tell your classmates about YiP and what a great experience it is, ask them to join the committee, put up posters around your school, place a notice in the school newspaper, or read an announcement over the PA or at a school assembly.

Who to Look For
As you know, there are a lot of demands on students' time. When looking for new members, keep in mind that students with time, energy, interest, and enthusiasm for the program will probably be the most reliable and work the hardest. You should also note that after your initial meetings, the number of participants in your committee may drop a little. This is natural, as some students will decide not to commit to YiP.

Prevent Drop-off
Remember, your group doesn't have to be large to be successful – quality (dedicated members) is more important than quantity. But, if you are concerned that there are a lot of people dropping off your committee, try to make sure that everyone has something to do, most of the time. Delegate action items to everyone on the committees; make sure it isn't just a few people signing up for tasks.

If you have a large committee, try dividing it into sub-committees based on your areas of focus for granting. You might also create a sub-committee that explores fundraising ideas for growing your endowment fund, or a sub-committee that looks at other community service and volunteer opportunities that your committee can take part in. Remember, if members don't have specific jobs and don't feel needed or valued, they may stop attending meetings.

Section 2: Committee Roles

Roles and Responsibilities
In order to work together efficiently, we recommend that you delegate roles among your committee members. This may be done through nomination and election, or by volunteering for the roles, (depending on the size of your committee and the experience levels of your members). Your committee may also choose to rotate roles among group members.

Co-Chairs *(Two positions recommended to share responsibilities)*

- Set the agenda for each meeting
- Run the meeting and keep everyone on track
- Make sure that everyone gets a turn to speak at meetings
- Keep in touch with sub-committees (if applicable) and ensure they are being run effectively
- Coordinate any projects the group is working on

Secretary

- Takes minutes during meeting
- Has the previous meeting's minutes on hand
- Keeps an accurate membership list
- Keeps a copy of all information and letters sent out
- Keeps copies of information accumulated by sub-committees

Contact Person

- Contacts all members of the committee with a reminder of meetings and events
- Keeps an attendance list of meetings and committee events (i.e. If a member cannot attend a meeting, the contact person should be informed)

Treasurer

- Keeps track of all funds that have been raised and how much is in the endowment fund
- Keeps track of all administrative grant expenses

Public Relations Contact

- Provides information on the committee to the school newspaper, yearbook, etc.
- Brings in articles, video or sound clips from local media on stories that relate to your committee's areas of interest
- Helps recruit new members by putting up posters, distributing handouts, making PA announcements, etc.

- Acts as a spokesperson if your committee is contacted by the media, and/or contacts the media or the Community Foundation of Southeastern Alberta if your committee has an exciting story to tell

School Committee Rep

- Acts as the liaison between your committee and the Community Foundation
- Represents your school committee to the Community Foundation

Staff Advisors

- Your committee should have two staff advisors to ensure that your group has advisor support if one advisor is unavailable
- Supports the needs of the committee so that students can do the research, administration, and decision-making work, but lets the students make their own choices
- Keeps students on track, makes sure the committee meets all deadlines, and acts as a final check to make sure all tasks have been completed correctly
- Encourages students to consider all points of view and plays devil's advocate if required
- Act as a liaison between the school committee and the Community Foundation
- Steps in if the committee is having irreconcilable differences

Section 3: Grant-making – the details

Below is a list of steps for grant-making. More information can be found on the pages that follow.

Follow Up

- Find out if the organizations that received grants from your committee last year have followed-up by sending a letter describing the impact of the grant. If not, contact them to ensure the funds were spent correctly.

Determine Areas of Focus

- Choose grant-making areas that your committee would like to focus on
- Review CFSEA's Vital Signs Publication to learn about current impact areas.

Develop Criteria

- Keeping in mind the focus areas you've established, develop criteria to assess grantees
- Remember the criteria CFSEA requires are:
    - **Grants can only be made to registered charities – review the CRA List of Charities before proceeding.**
    - **Projects must benefit the citizens of the area covered of Southeastern Alberta.**

Review Conflict of Interest Guidelines

- Provide a conflict-of-interest orientation for all committee members

Research Organizations

- Start researching organizations that match your areas of focus and criteria
- Create a list of organizations that your committee would like to visit
- Review list to ensure all selected organizations have a **registered charitable number**

Site Visits / Virtual Meetings

- Develop questions to ask at the site visits / virtual meetings
- Contact organizations you want to meet with and arrange a date
- Attend site visits / virtual meetings and take notes
- Complete your site visit / virtual meeting Grant Recommendation Form
- After each site visit, send the organization a letter thanking them for their time and letting them know that they will be notified of your grant decision before end of May

Final Grant Decision

- Report back to your committee on what you learned at the site visits
- Decide as a group how you will distribute your grant money (this includes how much each organization will receive and the purpose of the grant)
- Arrange dates / times to present to members of the Community Foundation for full approval of grants

Final Report

- Submit your final decision, including your **Grant Recommendation Form**, to the Community Foundation by **May 2nd, 2023**
- Once you have been notified that your grants have been approved, call the grant recipients to decide on a venue to distribute the money
- Send a letter to organizations that you visited but decided not to recommend for a grant, to let them know and to thank them for their time

Section 3: Following Up

Part of your responsibility as grant-makers is ensuring that the funds you've granted have been spent appropriately and according to your committee's wishes.

We suggest that one of your first activities as a committee is following up on grants that were made the previous year. Many charities will send letters directly to your school. Check with your Staff Advisor and school receptionist to see if your committee received any letters over the summer. If you did not receive any letters from some or all of your grantees, check with the Community Foundation to see if the letter has gone to them.

If there has been no communication from an organization, call and ask if the grant money has been spent yet, and ask for a letter explaining how the funds have been used, a photo of the item(s) purchased, or even ask if you can visit and see firsthand how the grant has benefited the organization.

When you go on your site visit you might consider asking an organization if they've received YiP grants in the past and, if so, how they've followed up with the donor committee. It might become one of your criteria for granting.

Section 3: Setting Priorities

Giving money away may seem like an easy thing to do at first, but effective grant-making takes thought and organization. There are many worthwhile charities in Southeastern Alberta – all of which need funding to continue their work. You cannot give to every charity even if you think they are all worthy of your support. The challenge of every grant-maker is to set priorities.

Remember that all agencies receive funding from a variety of sources including, but not limited to, government, private functions, public foundations, sponsorships, non-profit organizations, and public donations. Keep in mind that funding varies in limitations and quantity and all agencies should be equally considered as possible grantees in your assessments.

As a committee, you will choose areas of focus and criteria which will set your priorities as grant-makers. Incorporating your committee's interests, values, as well as the needs of the community, will produce grants that make you proud, and that the community can truly benefit from. Reviewing CFSEA's Vital Signs publications can also help narrow in on focus areas.

Know Your Community

One way to get to know your community is to perform a needs assessment. A needs assessment allows you to identify issues or problems in the community that needs to be addressed. To get the whole picture, you can also use asset-mapping, which focuses on the good things that are presently happening in the community.

The asset map identifies positive attributes, resources, gifts, talents, skills, programs, and people in the community. Knowing what strengths your community already has can help you contribute to these efforts.

Example:

A needs assessment shows that a neighbourhood is experiencing increased incidents of crime, and needs more focus on safety.
The asset-mapping discovers that a neighbourhood organization is dedicated to making their neighbourhood safer by operating a volunteer community patrol. A grant to provide this group with flashlights and safety vests will help this group continue to program. By supporting strengths already in the neighbourhood, this asset-based approach uses existing assets in the community to make a safer place to live.

Once you have thought about the needs and assets of our community, you will be ready to determine your area of focus.

Section 3: Areas of Focus

There are over 300 registered charitable organizations in Southeastern Alberta that provide a variety of services in many different areas. Establishing areas of focus will help your committee find organizations that meet your grant-making goals.

Some things to think about when deciding your area of focus include:

- The needs within the community
- The priorities identified by your committee
- Individual interests of your committee members
- Areas that your committee has focused on in the past

Three steps to help your committee come up with your areas of focus:

1. As a group, do an initial brainstorm of areas that you could focus on. Try to come up with a comprehensive list. Write your list on a chalkboard or on flip chart paper for everyone to see.
2. Discuss each area that came up in the initial brainstorm. Ask your committee questions and see how much interest there is in each area.
3. Narrow down your initial list to approximately 3-6 areas.

Once your committee has come up with your areas of focus, you can brainstorm additional criteria to help you evaluate the many organizations within the city.

Section 3: Developing Criteria

In addition to your committee's areas of focus, you may want to develop criteria for evaluating all organizations you've visited.

There are 2 criteria that apply to all Youth in Philanthropy grants:

- **The organization must be a registered charity**
- **The project must primarily benefit the citizens of Southeastern Alberta**

Other criteria can be established by your committee, depending on your priorities as grant-makers. To help you get started, here are a few examples of criteria established by other committees:

- If the organization has received a YiP grant in the past, they must have followed up with a YiP committee
- Organizations that are large, well-established, and have a good reputation in the community
- Organizations that are smaller, less-known, and may need help raising awareness
- Organizations that serve the community around our school
- Organizations that provide all the information we require on our site visit, including specific examples of how YiP grant could be used
- Organizations that demonstrate a need for funding
- Organizations that have a large volunteer base
- Organizations that have not received YiP grants in the past
- Projects that meet our areas of focus
- Projects that can be completely funded by our YiP grant

Section 3: Conflict of Interest

Definition: Conflict of Interest is a situation in which a person's decisions in one setting (e.g. as part of a YiP committee) could benefit him or her (or his or her family or friends) in another aspect of their lives.

To ensure integrity of the grant-making process, it is important that YiP committee members remain unbiased in their decision-making. For that reason, the Community Foundation has developed the following Conflict of Interest Guidelines for Youth in Philanthropy.

1. **Obligation to Declare:**
   If a YiP committee member, a member of their immediate family, or a close friend, has an existing relationship with a charitable organization, that committee member must declare their Conflict of Interest to the rest of the group by telling them the name of the organization, and the nature of the relationship. (An existing relationship with an organization could include the YiP member working or volunteering for an organization, or a friend or family member working or volunteering for an organization)

   The individual with the Conflict of Interest should not influence the committee's decision by suggesting an organization with which they are affiliated if it does not meet the committee's grant-making priorities and criteria. If an organization does meet the YiP committee's priorities and criteria, and they would like to consider the organization for a grant, the student with the Conflict of Interest should not go on the site visit or participate in the final decision-making process for that organization's grant.

2. **Free of Outside Influence:**
   Decisions about which organizations will receive grants from the YiP committee should be made by the student committee members based on the grant-making priorities and criteria established at the beginning of the year. Other students, friends, teachers, other school staff, parents and family members should not try to influence YiP committee members or pressure them to consider or support particular charities.

3. **Acceptance of Gifts:**
   No YiP committee member or staff advisor shall accept gifts from charitable organizations (other than of nominal nature – such as a pen, or small promotional item).

4. **Confidentiality of Information:**
   Information about community projects reviewed by the Community Foundation and YiP committees is not generally considered to be confidential but it is expected by organizations that information gained on site visits will be used with discretion.

Section 3: Researching Charitable Organizations

Once your committee has narrowed down your areas of focus and developed your criteria, the next step is to research charitable organizations that your committee would like to visit.

Some resources to help your committee come up with a list of organizations that fit your areas of focus and criteria include:

- The Internet
- Newspaper and Community Reports

Once your committee has determined a list of organizations that you would like to visit, use the Canada Revenue Agency website to ensure that the organization is a registered Canadian charity.

1. Visit **CRA List of Charities** to search the online list of registered charities
2. If the organization appears in the search results, then it is a registered charity. Click on the organization and copy down the BN/Registration Number. **This number is the organization's charitable registration number, which is required for your interim and final reports**
3. If the organization does not appear in the results, then either:
    a. It is not a registered charity
    b. It is a registered charity that is registered under a different name or is affiliated with another organization. Contact the organization directly, or the Community Foundation for more information.

Section 4: Developing Questions for Site Visits

It's best to develop your site visit questions as a full group and make sure that everyone is asking the same questions on each site visit. This will give you a basis on which to compare the organizations you're visiting.

Your questions should be based on your granting areas of focus, criteria, and reflect the interests of your committee. It's up to you to develop the questions that best suit your group, but a few ideas are:

- Tell us about your organizations mandate and history
- What services do you provide to whom?
- How many people does your organization reach?
- How many people work here? How many volunteers does your organization have?
- If you were to receive a grant of up to $2100, how could your organization use it best?
- What are your greatest needs as an organization?
- What other revenue do you receive?
- Who else funds your operations?
- Has your organization received a grant from a Youth in Philanthropy committee in the past? If yes, what was it for and how did you follow up with the committee?

Remember to take your questions with you when you go on the site visit

Section 4: Introduce Yourself

The first step in setting up a site visit is to introduce yourself and Youth in Philanthropy with a letter or phone call.

January 1, 2018

Jane Jones
Executive Director
Women's Shelter
123 Any Street
Medicine Hat, AB T1A 1A1

Dear Ms. Jones,

I am contacting you as a member of [School name's] Youth Advisory Committee, part of the Community Foundation of Southeastern Alberta's Youth in Philanthropy program.

Our Youth Advisory Committee has the opportunity to allocate funds to worthwhile charities. We have been allocated these funds by the Community Foundation of Southeastern Alberta.

After researching and reviewing many charitable organizations, we are interested in meeting you and learning more about your agency and its services. We would like to determine if there is a good fit between your organization and our granting interests and requirements.

We hope to arrange this meeting for [Date and time options]. We expect the meeting will take about an hour and there will be [number of] members of our committee attending. At the meeting we will be asking you some questions about your organization and the work it does in the community. We hope that we will also be able to have any printed materials about your organization, including brochures and an annual report. If possible, we'd also like to tour your facility.

I will be contacting you by telephone shortly to discuss a time for a meeting. In the meantime, please feel free to email me at [myaddress@yahoo.com] and let me know if you are available on any of the times listed above. If not, please suggest some alternate dates and times.

Sincerely,

[Names]

Youth in Philanthropy Committee, [Name of School]

Section 4: Business Communication Tips

Here are some tips on business communication that will assist you when you are arranging site visits.

Arranging a Meeting – Introduction Letter
Once you have selected the agencies that you would like to learn more about, it's time to send them a letter introducing yourself.

- Do a little research on the organization – go on their website to find out the name of the organization's Executive Director or call the organization and ask for the most appropriate person to address the letter to. You should address it to an actual person, rather than "To Whom it May Concern"
- Keep the letter to one side of one piece of paper (a sample letter is provided)

Follow Up Phone Call
If you have not heard back from the agency within a few days, you should make a follow-up phone call. When making the phone call:

- Confirm with the contact person that they have received the initial letter
- Ask if they have any questions about Youth in Philanthropy or your committee
- Arrange a time to meet that is convenient for both of you
- Let them know that you would like a tour of the organization and any printed material they can give you
- Ask for directions to the organization
- Give them your contact information

Voice Mail
When you're calling an agency, especially if it's on your lunch hour or after school, you should be prepared to leave a voice mail message.

When leaving a voice mail message, clearly state:

- Your name and which committee you are from
- The specific reason why you are calling
- Your contact information
- What time would be best to contact you

An example of such message is:

> "Hello, my name is Jane Doe calling from XYZ School's Youth in Philanthropy Advisory Committee. I'm calling to confirm that you received the letter I sent you last week and to see if it would be possible to meet with you in person. You can reach me after 4 o'clock today or before noon tomorrow at 555-1234. I look forward to speaking with you soon."

Email

If you're communicating with an agency via email, make sure that you always use an appropriate description of your message in the subject line (e.g. Youth in Philanthropy Meeting). An agency that receives an email from an unfamiliar recipient with a vague subject line may think that the email is spam or contains a virus.

Keep your message concise and professional. Follow the same template as you would a letter. Don't use emoticons. Sign the message with your full name and school name.

Meeting in Person

It is very important that you make an appointment before you arrive for your site visit. If you have to change your appointment time for any reason, give as much advance notice as possible and reschedule. You should only reschedule an appointment if it's necessary. Don't reschedule a meeting more than three times.

At the beginning of the meeting re-iterate how long the meeting will take and what you expect of the other person. Always be respectful of the other person's time and expect the same from them. Make eye contact.

Remember to bring a written list of questions to your meeting. This will help to keep you focused and on track. Also remember to bring a pen and paper and takes notes.

After the Meeting

After the site visit, send each agency a letter or card, thanking them for taking the time to meet with you.

Section 4: Site Visit Basics

Once you have arranged a date and time for your visit, there are a few things to keep in mind:

- **NEVER VISIT AN ORGANIZATION WITHOUT MAKING AN APPOINTMENT!**
- Be punctual, courteous, and professional. Remember – when onsite visits, you are an ambassador for your school as well as the Community Foundation.
- If you are a returning YiP student, make sure you establish a balance between new visits and revisits; it is important to experience new agencies to gain a diverse understanding of community needs and assets.
- Before you leave for the site visit, know where you are going and how long it will take to get there. Contact the organization for directions, where parking is available, or for the nearest bus route and stop.
- Make sure **at least 2, and no more than 5, YiP students attend** the site visit. Let the organization know how many people they can expect.
- If your group absolutely cannot make the site visit, call the organization as soon as possible to reschedule.
- Let the contact at the organization know how much time you have to spend (most site visits take half an hour to an hour). Ask him or her to have some printed materials ready for you to take (annual reports, brochures, etc.) so you can show the rest of your committee.
- Come prepared with your list of questions and a notebook and pen for taking notes.
- Ask the person you're meeting with for his or her business card. You must submit your contact's full name, phone number, and address on your final report, and this is a great way to get that info.
- Complete your site visit report form as soon as possible, while the information and your impression are fresh in your mind. Every committee member who attended the visit should have input into the site visit report.

Section 4: Agency Thank You Letter

After the site visit, your committee should send a letter or card to each organization, thanking them for taking their time to meet with you. Here is an example:

January 30, 2018

Jane Jones
Executive Director
Women's Shelter
123 Any Street
Medicine Hat, AB T1A 1A1

Dear Ms. Jones,

On behalf of the Youth in Philanthropy Advisory Committee at [XYZ] School, I would like to thank you for the time you took to meet with us on January 25th. We enjoyed touring your offices and learned a great deal about your organization. Thank you for taking the time to answer our questions and for providing all the information we requested.

We are now in the process of deciding how to allocate our grants. Once our decisions have been made and approved by the Board of the Community Foundation in mid-May, we'll be in touch with you to let you know the results.

Thank you once again,

Sincerely,

[Name of a person who visited the organization]

Youth in Philanthropy Advisory Committee

Section 4: Grant Recommendation Form

Complete a copy of this form after each site visit / virtual meeting. Once your decisions have been made, you must return all completed forms to the Community Foundation, including the organizations you visited / met with but decided not to support.

School / Group Name ______________________________

Teacher / Supervisor Name ______________________________

Contact Infomration ______________________________

____

Name of Charity ______________________________

Registered Charity Number: ______________________________

Name of contact person at organization: ______________________________

Date of site visit / virtual meeting: ______________________________

Student Participants at site visit / virtual meeting: ______________________________

____

____

____

Amount to be granted or DECLINE: ______________________________

Description of grant (or reason for decline):

____

____

____

____

Any other information about your site visit or the organization that you would like to share:

____

____

____

____

____

Section 5: Final Report Overview and Checklist

Once your group has decided which charities to fund and how much each will receive, it's time to submit your grant recommendation form and arrange a date and time to present to the Board and staff of the Community Foundation.

Your Grant Recommendation Form is due by May 2nd and must include:

- **Completed Grant Recommendation Forms** for all organizations visited, even if you are not recommending a grant.

- **List of all committee Members** and staff advisors involved in YiP

- **Other information (optional)**
  - What you learned about charitable organizations
  - Interesting aspects of your granting process
  - Other projects taken on by your committee (e.g. fundraising for your endowment fund, mitten drive, volunteering)
  - A particular story about an organization
  - Your most difficult decision as a group
  - An issue deserving greater attention from the Community Foundation
  - Recommendations for improving the Youth in Philanthropy program

Section 5: Connect with Grant Recipients

Your committee must contact all approved grant recipients, informing them of the grant, its purpose and amount, and inviting them to receive the cheque.

Connect with the Community Foundation to decide on a date between May 2th and May 31st to host a formal cheque presentation.

NOTE: **DO NOT** contact grant recipients until the Community Foundation has let you know your grants are approved!

Even if your committee has decided not to support an organization, you must connect with them to let them know. You don't have to give them a reason for the decline, just thank them for taking the time to meet with you.

NOTE: **DO NOT** connect with grant declines until the Community Foundation has let you know your other grants are approved!

Section 5: Thank You Letter to Donors of YiP

Without the generous donations to the Youth in Philanthropy Fund these grants would not be possible. As we ask that the organizations report back to you and the Community Foundation regarding their grants, so should you to the Donors of the Youth in Philanthropy Fund. Below is a general template letter. Please make adjustments as you see fit for your projects.

May 31, 2018

Youth in Philanthropy Donors
c/o Community Foundation of Southeastern Alberta
104, 430 6th Ave SE
Medicine Hat, AB T1A 2S8

Dear Donors,

On behalf of the [School's name]'s Youth in Philanthropy Advisory Committee, we are very thankful for your generous donation to the Youth in Philanthropy Fund.

Our Youth in Philanthropy Advisory Committee decided our Mission would be [insert Mission Statement]. As a result the following registered charities received a grant.

- [insert list here]

[Insert how the experience was and what it means to your group]

Sincerely,

[name of person the Chair]

On Behalf of

Youth in Philanthropy Advisory Committee, [name of school]

Section 6: General Info for Chairs

Many people take on their first chair position in Youth in Philanthropy not knowing what to expect. Though there is not textbook example of how you can solve every problem that may come up during your year of YiP, there are some tips, provided by past YiP chairs from other Foundations, which can make your year easier.

Tips

- Think about your mission statement and draft up a sample plan of how you can accomplish your goals. Discuss with the committee and add their input.
- Delegate tasks to other committee members. Doing this will not only free up some of your time, but will also keep your members more involved.
- Make agendas for your meetings. You can do this with the rest of your committee, with your staff advisor or by yourself. Having a plan keeps you on track so you won't forget anything.
- Keep all meeting attendance records and minutes in one place.
- Use your agenda or calendar to keep track of what needs to be done.
- Don't be afraid to ask for help or advice!

Section 6: Meetings

Chairs' Tasks during the Meetings

- Make sure everyone knows each other and make introductions if necessary
- Start the meeting and keep it going, following the agenda
- Determine when a decision needs to be made, facilitating consensus or voting
- Have everyone give their opinion and allow them to be heard
- Assign tasks and deadlines to committee members, involving as many different people as possible
- At the end of the meeting review what everyone's tasks are

Agenda
It's a good idea to have an agenda at each meeting. Your agenda might look like this:

1. Welcome from chairs and review of agenda
2. Review minutes from previous meeting
3. Report on activities (letters sent, site visits, etc.)
4. Old/unfinished business update
5. New business (planning for upcoming events, etc.)
6. Decision on next meeting time
7. Adjournment

Attendance
Attendance at all meetings is important. Remind committee members of this, and that if they cannot make it to a meeting that they should tell someone attending the meeting. If you notice a pattern of certain people not coming to meetings, the rest of the committee may reassess that member's role. To prevent having to make a more difficult decision down the road, your committee may choose to set a policy at the beginning of the year, stating the committee's attendance expectations and repercussions for missing meetings.

Section 6: Critical Thinking

Critical thinking is a process that will guide you through difficult and complex questions that have more than one possible solution. Below is what you can do to make your decision-making easier.

1. **Identify what you know and what you don't know**
   Have as many different perspectives as possible. If you can envision how the possible solutions can affect everyone involved, you will be able to decide more easily.
2. **Briefly state what needs to be solved**
   What is the decision that needs to be made? Who will make this decision? Does anyone have a conflict of interest?
3. **Come up with possible solutions**
   With the information you have collected, try to come up with as many possible solutions as you can.
4. **Narrow down the choices**
   Spend time thinking about each possible solution. Think through each one fully, trying to come up with unexpected problems or issues. Envision the end product. Is there a way that everyone can be happy?
5. **Advise others of your plan**
   Letting other people know your idea, and providing them with an opportunity to have input, will strengthen the plan. The more people who are involved with the 'vision', the more efficient it will be.
6. **Put your solution into action**

Section 6: Consensus or Voting?

Consensus

Consensus is a process of bringing many diverse elements together. Consensus doesn't always mean that everyone thinks the final decision made is the best one possible. What it does mean is that in coming to that decision, no one felt their position on the matter was misunderstood.

Consensus takes more time and skill and uses lots of resources before a decision is made, but it also creates commitment to the decision, and often facilitates creative decisions.

Consensus is reached when participants can say:

- I believe that you understand my point of view.
- I believe that I understand your point of view.
- Whether or not I prefer this idea or concept, I will support it publicly because it was reached openly and fairly.
- I can live with this decision.

With consensus, people can and should work through differences and reach a mutually satisfactory position. It is possible for one person's insights or strongly held beliefs to sway a whole group.

A group committed to consensus may utilize other forms of decision making (individual, compromise, majority rules) when appropriate; however, a group that has adopted a consensus model will use that process for any issue that brings up a lot of emotions, or concerns people's ethics, political, morals or other areas where there is much investment.

Voting

Voting is a democratic process by which to choose one alternative from several. You can choose to vote by show of hands or by secret ballot.

While voting may be an easier and less time-consuming way of making decisions than consensus-building, it can sometimes leave people with hard feelings and sets up a "win or lose" scenario.

If you choose to make decisions by voting, ensure that everyone in the group has a chance to speak and give their opinion, sharing information and points of view before the votes take place.

If you have an even number of group participants, and the vote is a tie, try to find a compromise that is satisfactory on both sides. If no compromise is possible, continue the debate and take a revote.

In order for the voting process to fairly represent your committee, you must make sure that votes occur at meetings where more than half of the group members are present.

Once a decision has been made, please contact the Community Foundation to present and for official approval.

Section 7: Resources

Finding Local Charities:

Canada Revenue Agency (Charitable Number Database)

Foundations:

Community Foundation of Southeastern Alberta

Community Foundations of Canada

Youth in Philanthropy:

International Youth Foundation

Youth Grant-makers

CFSEA's Youth in Philanthropy

CFSEA on Facebook

Now you have got all the tools! If this is your first YiP adventure, have fun! The Community Foundation would like to thank you for being dedicated leaders in your community.

If you have any questions about the Youth in Philanthropy program, or the Community Foundation, contact:

Community Foundation of Southeastern Alberta
Phone: 403.527.9038
Email: grants@cfsea.ca